



F. No. 1-2/Trg. Course/W&M/2023-24-Acad.  
DSS-11/6/2023-Social Science (E 1611)

## The National Institute of Health and Family Welfare

(Academic Section)

16th November, 2023

### Circular

With reference to e-office DSS-11/6/2023-Social Science (E 1611) note # 30 received on dated 14.11.2023 "Training Course On Research Methodology for Health Professionals is **scheduled to be held on 20th to 24th November, 2023 in the Committee Room at Teaching Block of the NIHF, New Delhi** is as per details given below:

The following arrangement for the Training Program has to be done.


1.	Course Coordinator	Dr Sarita Gautam
2.	Course CoCoordinator	Dr Rajesh Kumar
3.	Course Associate	Dr. Sangita Mishra
4.	Hostel Accommodation	Sh. Subash Chand RO and MS Hostel
5.	A.V. equipment/overhead Projector, Laptop and power point.	Mr. B.K. Sharma Technical Officer (AVE)
6.	Computer lab (on 20/11/23 from 3:30 to 5:00 PM and on 24/11/23 from 9:30 AM to 1:00 PM)	Mr. Pankaj Gautam, I/c-Computer Center
7.	Tea, snacks & Working Lunch to be provided for the 27 persons for 5 days.	Sh. Subash Chand RO and MS Hostel
8.	Photography	Mr. A.A.A. Khan
9.	Xeroxing work	Mr. S.K. Gayan I/c, (Press)
10.	Printing of Banner Maintenance and other arrangements	WMO

For any information/clarification, please contact the Course coordinator.

It is requested that a report in this regard should be forwarded in the Academic Section after the completion of Training course.

This issues with the approval of the Director.

To,  
All concerned

  
(S.K. Gupta)  
Section Officer (Acad.)

Cont.....

Copy to:

1. PA to Director/PA to Dean/DDA
2. WMO, NIHFW
3. Workshop & Maintenance Section should ensure functioning of Diesel Generator in case of electricity failure, J.E. Civil/Electricity Supervisor.
4. Dr. Ankur Yadav, I/c Communication,
5. Dr. Monika Saini, Chairperson, Hostel,
6. Mr. Pankaj Gautam, I/c, Computer Center.
7. Smt. Hans Kumari, I/c, Teaching Block
8. Section officer (Accounts)
9. I/C Admin-1
10. Sh. Shivcharan, Transport Supervisor - vehicle arrangements.
11. Attendant Teaching Block
12. Receptionist, NIHFW, Security Officer, Main Gate-I.

